

☐ Current ☒ Proposed

Classification Title Research Data Specialist II	Division/Unit Civil Rights
Working Title Civil Rights Data Specialist	IT Domain (if applicable)
Position Number 363-912-5758-001	Effective Date
Name	Date Prepared 9/26/2022

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Staff Services Manager III, the Research Data Specialist II independently designs and/or directs data structuring and analytics requiring the highest level of skills in applied research and program evaluation for the Office of Civil Rights. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
30%	(E)	Establish measurable objectives regarding Office of Civil Rights data research priorities, coordinating with program managers and other internal and external subject matter experts. Identify data collection sources and strategies. Develop research scope and analytical methodology. Design research plans documenting project objectives, and data collection and analysis methodologies. Assist Office of Civil Rights program managers in designing and preparing accurate and meaningful, statutorily required data reports.
25%	(E)	Revise current data management practices to obtain the most reliable and valid data possible using appropriate advanced research methodologies and protocols. These may include developing data dictionaries and taxonomies, cleaning protocols, documentation strategies, and training program staff to use these revised data management tools.

20%	(E)	Provide expert consultation and technical support on program evaluation designs and statistical analysis for projects throughout the Office of Civil Rights. Produce actionable information, answering program and research questions via business intelligence tools, identifying and communicating patterns and trends, implications, and impact. Design and/or direct projects involving survey research and program evaluation that require advanced research and statistical skills and innovative approaches. Serve as prime resource person in CalHR.
20%	(E)	Using advanced data analysis and modeling, refine current technical reporting methods and design to share appropriate information with the public and/or other entities. Conduct projects and analyze results using applicable advanced research methods and statistical analysis. Make oral presentations and effectively communicate technical program information through text, charts, graphs, and tables.
5%	(M)	Performs other duties as appropriate for the position/classification.

Supervision Received

The Research Data Specialist reports directly to and receives assignments from the Staff Services Manager III; however, direction and assignments may also come from the Chief, Office of Civil Rights.

Supervision Exercised

None, but may function as a lead analyst on research projects.

Special Requirements / Desirable Qualifications

Creative problem solving to bridge legacy data formats into modern analytics dashboards, to adapt to an evolving data landscape, and to collaborate with program subject matter experts to identify refinement opportunities.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

CalHR has temporarily adopted telework for employees who can perform their essential functions remotely.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date